

Goal One	Evaluation Measures	Status This Reporting Period	
Improve the leadership DOH and the LHJs provide to community health assessment (CHA) to sustain the work into the future	1. By 2007, CHA will have become institutionalized into the DOH and LHJ infrastructures as evidenced by an increase in the CHA-related activities undertaken by PHIP committees, WSALPHO forums, and DOH management teams, as compared to the 2003 level (track through meeting minutes).	No evaluation results to report.	
	2. By 2007, a written plan -- endorsed by DOH and LHJ leadership -- exists for sustaining local and state collaboration on CHA beyond the life of the grant.	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Build a shared vision for community health assessment (CHA) into the infrastructure of DOH and LHJ leadership groups.	1. Brief the DOH Senior Management Team on the AIA work plan	By 12/31/03	Complete
	2. Form an internal system-focused work group to improve DOH support for CHA practice in LHJs	Years 3, 4, 5	
	3. Conduct quarterly briefings with the DOH Assistant Secretary for EHSPHL on the AIA work plan implementation, including progress, obstacles, and opportunities	Years 2, 3, 4, 5 (on-going)	Briefings occurring on schedule
	4. Conduct quarterly briefings of DOH's Assessment Operations Group (AOG) on implementation of AIA work plan	Years 2, 3, 4, 5 (on-going)	Briefings occurring on schedule
	5. Work with the Public Health Improvement Partnership (PHIP) committees to incorporate CHA into their system-level planning and implementation activities (e.g., public health financing, workforce development, Standards performance measurement)	Years 2, 3, 4, 5 (on-going)	AIA SC members participating on PHIP committees
	6. Work with the Washington State Association of Local Public Health Officials (WSALPHO) to increase the focus on CHA as a valuable tool in achieving public health goals.	(see below)	(see below)
	6a. Seek opportunities to brief WSALPHO membership on AIA reports and work plan	Year 2, Q (by 9/29/04)	Complete: email sent to WSALPHO listserv
	6b. Seek opportunities to present CHA information at WSALPHO forum meetings	Year 2, Q1-4; Years 3, 4, 5 (on-going)	Complete: 11/3 PHELF discussion

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Progress to Date
B. Plan strategies for sustaining the AIA partnership and activities beyond the life of the grant	1. Determine AIA partnership activities that need to continue beyond 2007	Years 4,5	
	2. Assess resource requirements for continuing AIA activities	Years 4,5	
	3. Identify resources for continuing AIA activities	Years 4,5	
	4. Write plan for sustaining AIA work	Years 4,5	
	5. Share plan with DOH and LHJ leadership; seek endorsement and commitment	Year 5	
C. Design and implement an evaluation to determine the extent to which Goal 1 has been achieved	1. Develop a meeting minute tracking and review instrument	Year 3, Q1 (12/31/04)	
	2. Implement meeting minute tracking and review	Years 3 and 4	
	3. Analyze the data	Year 5	
	4. Develop findings and write report	Year 5	

Goal Two	Evaluation Measures	Status This Reporting Period	
Increase the availability and sustainability of funds to support CHA	1. By 2007, CHA in LHJs will be sustained by an increased level of funding, as compared to 2004 (pre/post survey)	No evaluation results to report.	
	2. By 2007, CHA in LHJs will be supported by a greater diversity of funding sources, as compared to 2004 (pre/post survey)	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Seek opportunities to obtain additional state, federal, and other funds to sustain CHA activities in LHJs	1. Seek opportunities to obtain new grant funding that includes CHA components	Year 3, Q1-4; Years 4,5	
	2. Seek opportunities to pool resources to support assessment activities of mutual benefit to DOH and LHJs (e.g., Survey Design Workshop)	Year 3, Q1-4; Years 4,5	
B. Identify and promote strategies LHJs can use to obtain additional local funding to sustain CHA activities	1. Inventory and fully describe existing CHA funding approaches (e.g., indirect cost pools, overhead charged to grants, categorical program funds, fee for service, marketing CHA to local Boards)	Year 3, Q1-4	
	2. Distribute information on existing CHA funding approaches (e.g, in the training, technical assistance, and peer mentoring curricula); present to WSALPHO forums	Years 4,5	
	3. Link to PHIP Finance Committee work on stable and sufficient public health funding	Year 3, Q3-4; Years 4,5	
C. Design and implement an evaluation to determine the extent to which Goal 2 has been achieved	1. Develop and pilot the pre/post survey instrument	Year 2, Q3 (6/30/04)	Complete
	2. Implement data collection	Year 3, Q1 (12/31/04); Year 5	
	3. Analyze the data	Year 5	
	4. Develop findings and write report	Year 5	

Goal Three	Evaluation Measures	Status This Reporting Period	
Improve the CHA capacity and skills of LHJs	1. By 2007, LHJ peer mentoring recipients report an increase in CHA capacity and skill from baseline to program completion (pre/post survey)	No evaluation results to report.	
	2. By 2007, LHJ CHA staff report an increase (from 2004 baseline) in satisfaction with CHA technical assistance received from DOH (pre/post)	No evaluation results to report.	
	3. By 2007, the majority of LHJ CHA staff rate AssessNow as an effective tool in supporting their CHA practice (survey)	No evaluation results to report.	
	4. By 2007, CHA training participants report an increase in CHA knowledge and skill (pre/post survey)	No evaluation results to report.	
	5. By 2007, at least one multi-LHJ partnership for expanding CHA capacity is in place	No evaluation results to report.	
	6. By 2007, the majority of CHA staff who participated in the orientation rate it as useful for increasing competency levels	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Design and implement a peer mentoring program for LHJ administrators, nursing directors, environmental health directors, and assessment staff interested in improving their LHJs' CHA capacity	1. In consultation with LHJs, develop an implementation plan for the peer mentoring program that includes the following elements: program mission, principles & structure; roles, recruitment & selection of mentors; roles, recruitment & selection of recipients; matching process & criteria; training/orientation for mentors; program management & timeline; financial incentives for mentors; evaluation plan	Year 2, Q2-4 (9/29/04)	Complete (except training curriculum)
	2. Recruit LHJ staff as champions to market the peer mentoring program	Year 3, Q1 (12/31/04)	Complete
	3. Recruit, select, and match mentors and mentoring recipients	Year 3, Q1 (12/31/04)	In progress (on schedule to complete on time)
	4. Provide training/orientation for mentors	Year 3, Q2 (3/31/05)	
	5. Implement peer mentoring program (recruit, match, and train mentors and recipients each year; offer on-going support to each cohort; and evaluate effectiveness)	Year 3, Q2-4, Years 4, 5	

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
B. Design and implement a technical assistance (TA) directory of staff advisors for LHJ staff doing CHA	1. Develop the TA directory of staff advisors	(see below)	(see below)
	1a. Identify topics where LHJs need CHA-related TA through review of evaluation report and further consultation	Year 2, Q2 (6/30/04)	Complete
	1b. Recruit DOH and LHJ staff to serve as technical advisors on CHA	Year 3, Q1 (12/31/04)	
	2. Develop and disseminate orientation materials (e.g., checklists) for technical advisors on effective TA methods	Year 3, Q2 (3/31/05)	
	3. Market TA directory to LHJs	Year 3, Q2 (3/31/05)	
	4. Disseminate TA directory to LHJs (send via email initially; build into AssessNow during Phase 2) and update as needed	Years 3, 4, 5	
C. Implement an on-line clearinghouse of information relevant to public health staff working in CHA (AssessNow)	1. Continue Phase 1 development of AssessNow: public access to CHA learning resources (e.g., data collection methods, strategies for using CHA to set priorities), data sources for CHA with contact information, CHA publications library (reports published by LHJs)	Year 2, Q1-3 (6/30/04)	Complete
	2. Promote and launch Phase 1	Year 2, Q4 (9/29/04)	Complete
	3. Conduct Phase 2 development: password-restricted access to technical assistance staff directory, model approaches to CHA, templates (e.g, fact sheets, survey instruments)	Year 3, Q1-3	In progress (on schedule to complete on time)
	4. Promote and launch Phase 2	Year 3, Q4	
	5. Develop strategies for sustaining AssessNow beyond AIA funding	Years 3, 4, 5	
	6. Update clearinghouse regularly and add new functionality and content as needed	Years 4 and 5	

Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
D. Develop and implement training on CHA methods and approaches	1. Identify and prioritize training topics through a survey of LHJs.	Year 3, Q2 (3/31/05)	
	2. Identify (and adapt as needed) existing curricula for prioritized training topics.	Year 3, Q3-4 (9/29/05)	
	3. Write a detailed plan for implementing CHA training modules for prioritized topics. Plan will cover instructors, target audiences, method of learning, learning objectives, competencies addressed, evaluation methods, and other elements.	Year 3, Q3-4 (9/29/05)	
	4. Develop a training toolkit (i.e., a menu of training and other learning options) and integrate toolkit into the web-based orientation (Objective F).	Year 3, Q3-4 (9/29/05)	
	5. Promote CHA trainings to LHJs	Year 3, Q4	
	6. Conduct trainings at existing meetings and conferences	Years 4 and 5	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
E. Develop and implement a web-based orientation process for new CHA staff	1. Review existing web orientations for public health officials in Washington State http://www.doh.wa.gov/pho/	Year 2, Q3 (6/30/04)	Complete
	2. Review existing competency sets (e.g., Council on Linkages) and, in consultation with LHJs, develop a core set for CHA staff	Year 2, Q3 (6/30/04)	Complete
	3. Develop a self-assessment tool to enable staff to identify learning needs relative to the competencies	Year 2, Q3 (6/30/04)	Complete
	4. Identify relevant learning resources for the competencies, linking to AssessNow	Year 3, Q1 (12/31/04)	

	5. In consultation with LHJs, develop description of the orientation process steps	Year 2, Q4 (9/29/04)	Complete
	6. Move orientation materials to the DOH web	Year 3, Q1 (12/31/04)	
	7. Market the orientation to CHA staff and local health officials	Year 3, Q1-2 (3/31/05)	
F. Design and implement an evaluation to determine the extent to which Goal 3 has been achieved	1. Develop the required data collection tools	Year 2, Q4 (9/29/04)	Complete - technical assistance pre/post survey developed
	2. Implement data collection for the evaluation	Years 3 and 4	
	3. Analyze the data	Year 5	
	4. Develop findings and write report	Year 5	

Goal Four	Evaluation Measures	Status This Reporting Period	
Establish the use of evaluation methods to measure the impacts of CHA practice among LHJs	1. By 2007, a greater number of LHJs will use evaluation tools/methods to measure the impacts of CHA practice, as compared to the 2004 baseline (pre/post survey)	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Develop and implement tools and methods for tracking the impacts of CHA activities (e.g., programs changed/implemented, policies developed, community partnerships initiated, priorities selected, etc.)	1. Research existing tools/methods	Year 2, Q2 - Year 3, Q1 (12/31/04)	Complete
	2. Adapt existing, easily implemented tools/methods (or design new ones), with input from LHJs	Year 2, Q2 - Year 3, Q3 (6/30/05)	Complete
	3. Provide training on how to use the tools/methods to document impacts	Year 3, Q4 (9/29/05)	
	4. Disseminate and market tools	Year 3, Q4 (9/29/05)	
	5. Develop and implement mechanisms for making assessment impacts information available electronically to LHJs and DOH	Year 3, Q4 (9/29/05)	
	6. When available, review New York State Department of Health's web-based CHA evaluation tool, and assess appropriateness for use in Washington State	Year 4	
	7. If appropriate, plan to adapt as necessary and adopt for use by WA's LHJs	Year 4	
B. Design and implement an evaluation to determine the extent to which Goal 5 has been achieved	1. Develop and pilot the pre/post survey instrument	Year 2, Q3 (6/30/04)	Complete
	2. Implement data collection	Year 3, Q1 (12/31/04); Year 5	
	3. Analyze the data	Year 5	
	4. Develop findings and write report	Year 5	

Goal Five	Evaluation Measures	Status This Reporting Period	
Enhance the effectiveness of local/state collaboration on the Vista Partnership and institutionalize a shared, long-term vision	1. By 2007, partnership collaboration is enhanced and clarity of vision for the future of Vista is increased from the 2004 baseline, as reported by Vista Partnership members (pre/post survey)	No evaluation results to report	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Institutionalize and communicate a shared, long-term vision for the role of Vista in supporting CHA practice	1. The Steering Committee will draft a memorandum to be presented to the EHSPHL Assistant Secretary detailing the findings of the Vista Partnership review and recommending a process and focus for establishing a long-term vision for Vista	Year 2, Q1-2 (3/31/04)	Complete
	2. Develop a written agreement, signed by key leaders at DOH and LHJs, regarding the long-term vision for the role of Vista in supporting CHA practice	New timeframe to be determined	
	3. Communicate the shared, long-term vision for Vista to key DOH-LHJ committees and stakeholders	Year 3, Q2-4 (9/29/05)	
B. Improve the communication and collaboration in the Vista Partnership	1. Hold a discussion with the Vista Planning Group to identify what is working and not working in the Vista Partnership	Year 2, Q2-3 (6/30/04)	Complete
	2. Develop strategies and procedures for resolving conflicts in the Partnership	New timeframe to be determined	
C. Design and implement an evaluation to determine the extent to which Goal 6 has been achieved	1. Develop and pilot the pre/post survey instrument	Year 2, Q3 (6/30/03)	Complete
	2. Implement data collection	Year 2, Q3, Year 5	Complete
	3. Analyze the data	Year 5	
	4. Develop findings and write report	Year 5	

Goal Six	Evaluation Measures	Status This Reporting Period	
Ensure the sustainability of Vista (software and data) as a tool for CHA practice	1. By 2007, Vista is funded by a more diverse array of funding sources	No evaluation results to report.	
	2. By 2007, the level of funding for Vista is increased	No evaluation results to report.	
	3. By 2007, there is a business plan for the Vista assessment tool in place with identified deliverables and achievements	No evaluation results to report.	
	4. By 2007, there is a business plan in place for the efficient and sustainable provision of subcounty data in Vista	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Develop and implement a business plan, communication plan, and strategies for the sustainable funding of the Vista assessment tool	1. Draft a business plan, incorporating a staffing plan, work plan, costs, benefits, potential funding partners, communication plan, marketing materials (articles, brochures, presentations), and resource requirements	Year 3, Q1-3 (6/30/05)	
	2. Implement the communication plan and a follow up process (systematic approach to communicating the business plan with identified potential funding partners)	Year 3, Q3-4, Years 4,5	
B. Design and implement an evaluation to determine the extent to which Goal 7 has been achieved	1. Report the funding sources and level for Vista	Year 3, Q3 and Year 5	
	2. Provide business plans for the Vista software and data complete with deliverables and achievements	Year 5	

Goal Seven	Evaluation Measures	Status This Reporting Period	
Implement Vista enhancements, based on evaluation recommendations, to increase the capability of LHJs to conduct CHA	1. By 2007, enhancements to Vista identified in the AIA work plan are implemented, fully functional, and meeting the stated needs	No new system enhancements to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Improve system documentation for Vista	1. Finish documentation of the current system	Year 3, Q1 (12/31/04)	
	2. Obtain documentation standards and software development standards related to Vista from DOH-DIRM, when available	When available from DOH-DIRM	
B. In coordination with the Vista Advisory Group, finalize the system enhancement plan for Vista	1. Incorporate recommended software, hardware, staffing, and resource requirements into the implementation plan	Year 2, Q1 (12/31/03)	Complete
	2. Present the draft implementation plan to the Vista Advisory Group	Year 2, Q2 (3/31/04)	Complete
C. In coordination with the Vista Advisory Group, implement software and hardware enhancements	1. Implement an Issues Log to track problem reports, scheduled actions, and resolution	Year 2 (9/29/04)	Complete
	2. Design, develop and implement mapping of results as an output option for Vista	Years 2 and 3	In progress
	3. Design, develop and implement automated charting as an expanded output option for Vista	Year 4	
	4. Conversion to SQL database, including purchase of SQL server	Years 4 and 5	
	5. Migrate Vista to .net environment (if feasible), including redesign of front-end	Years 4 and 5	
D. Design and implement an evaluation to determine the extent to which Goal 8 has been achieved	1. Enhancements to Vista are reported to CDC on a semi-annual basis	Years 2-5	Reports on enhancements occurring on schedule

Goal Eight	Evaluation Measures	Status This Reporting Period	
Improve the knowledge and skills of Vista users to use Vista as a tool to complete CHA work	1. By 2007, Vista users are better able to use the functions and features available through Vista to perform CHA, as evidenced by a survey of users (baseline: 2001 Vista Users Survey)	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Enhance training to meet the identified needs of Vista users	1. Develop a Vista training plan to reach adult learners and to institutionalize training within the state (consult with health educators and other learning specialists)	Year 3, Q2 (3/31/05)	
	2. In partnership with other programs, provide training using different venues, such as on-line, imbedded in existing conferences, video, video-conferencing, or one-day workshops	Years 3-5	
B. Expand the accessibility and quality of Vista training materials and resources for Vista users	1. Update Vista training materials	Year 3, Q3-4, Years 4, 5	
	2. Provide materials/resources in various formats, such as hard copy, on-line, CDs	Years 3-5	
C. Design and implement an evaluation to determine the extent to which Goal 9 has been achieved	1. Using the 2001 Vista survey questions on proficiency as a baseline, develop a Vista survey in 2005 and 2007 to assess Vista users' knowledge and skills in using the tool	Year 3, Q3 and Year 5	
	2. Analyze the data, develop findings, and write report	Year 5	

Goal Nine	Evaluation Measures	Status This Reporting Period	
Successfully transfer the Vista software product and partnership strategies to Oregon State	1. By 2007, Vista is installed and in use in a minimum of three Oregon local health agencies and a written plan exists for statewide dissemination and support	No evaluation results to report.	
	2. A written evaluation exists of the Vista dissemination process to Oregon	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Provide Oregon materials, support, and technical assistance to implement Vista	1. Conduct demonstrations of Vista for stakeholders in Oregon (e.g., DHS programs, state epidemiologist)	Year 2, Q1	Complete
	2. Create a CD with Vista implementation materials (e.g., training, partnership, data sharing agreements)	Year 2, Q2	Complete
	3. Hold monthly teleconference calls with Oregon AIA partners	Years 2-5 (on-going)	Monthly calls are occurring
	4. Provide updates to the software and documentation to Oregon	Years 2-5 (on-going)	Software and documentation has been provided as it changes or becomes available
	5. Offer technical assistance, as needed, for system implementation issues (e.g., the IT infrastructure and secure environment for housing Vista)	Years 2-5 (on-going)	Technical assistance for IT issues has been provided by DOH and PHSKC staff
B. Design and implement an evaluation to determine the extent to which Goal 10 has been achieved	1. Contract to conduct an evaluation of the Vista implementation process in Oregon	Year 5	

Goal Ten	Evaluation Measures	Status This Reporting Period	
Maintain infrastructure necessary to support implementation of AIA work plan	1. Reports required by CDC are submitted on time	No evaluation results to report.	
	2. One conference presentation on AIA is made per year	No evaluation results to report.	
	3. AIA Steering Committee meets 12 times per year	No evaluation results to report.	
	4. Contract amendments and invoices are processed on time	No evaluation results to report.	
Objectives	Activities Planned to Achieve Objectives	Timeframe for Completion	Status This Reporting Period
A. Communicate AIA work plan progress to CDC and partner states	1. Complete required semi-annual and year-end progress reports, success stories, continuation applications, budget justifications, and responses to technical reviews in a timely manner.	Years 1-5 (on-going)	Reports have been submitted on time
	2. Participate in quarterly Assessment Initiative (AI) conference calls; report on AIA progress, as requested	Years 1-5 (on-going)	AIA staff have participated in each AI conference call
	3. Participate in quarterly AI Technical Advisory Group (TAG) conference calls; present on AIA work, as requested	Years 1-5 (on-going)	AIA staff have participated in each TAG conference call
B. Communicate AIA work plan progress to other stakeholders	1. Present on AIA projects at state and national conferences	Years 1-5 (on-going)	Presentations made at CSTE, APHA, and JCOH
	2. Contribute articles on AIA projects for publication	Years 1-5 (on-going)	Article for issue of J. of PH Mgmt & Practice in progress
	3. Maintain AIA information on DOH website, update annually	Years 1-5 (on-going)	AIA website in process of being updated
C. Maintain partnerships with key stakeholders for AIA implementation	1. Hold monthly AIA Steering Committee (SC) meetings to oversee work plan implementation (meet in-person at least twice annually). SC will review work plan progress regularly and make adjustments, as needed. SC will participate in implementing AIA projects, through sub-committees.	Years 1-5 (on-going)	SC meetings are occurring on a monthly basis
	2. Hold AIA Advisory Committee (AC) meetings to guide work plan implementation (meet in-person at least once per year).	Years 1-5 (on-going)	AC meetings are occurring on an annual basis
D. Complete administrative functions necessary for AIA implementation	1. Monitor AIA budget regularly, track expenditures, project shortfalls and unobligated funds	Years 1-5 (on-going)	Budget monitoring occurring on a regular basis
	2. Maintain contracts for AIA work; submit budget and statement-of-work amendments in a timely manner; assure that invoices are paid in a timely manner	Years 1-5 (on-going)	Contract processing occurring on a regular basis
	3. Provide team leadership and supervision to AIA staff; complete performance evaluations in a timely manner	Years 1-5 (on-going)	Performance evaluation in progress